

Serrano, Maggie

From: Serrano, Maggie
Sent: Thursday, September 06, 2007 9:56 AM
To: Gardner, Gary D *G. D. Gardner*
Subject: Job Post - Technical Director
Attachments: Technical Director (2).DOC

Good Morning Gary,

Please see the attached open position at CBS2/KCAL9. Thank you for your help.

M

Maggie Serrano
Payroll/HR Manager



CBS 2/KCAL 9
CBS Studio Center
4200 Radford Avenue
Studio City, CA 91604
(818) 655-2024 Tel
(818) 655-2666 Fax

mserrano@cbs.com



NOTICE OF JOB OPENING

DATE: **NOVEMBER 5, 2007**

POSITION: **TECHNICAL SUPERVISOR – MT. WILSON**

DEPARTMENT: **KCBS2/KCAL9 – ENGINEERING**

SUPERVISE OPERATIONS AT MT. WILSON TRANSMITTER SITE FOR CBS2/KCAL9 NEWS STATION.

FUNCTIONS:

- SUPERVISE MT. WILSON OPERATIONS AND TRANSMITTER RE-DESIGN FOR DTV
- SUPERVISE TRANSMITTER OPERATIONS, REPAIR ITEMS, COMPLETE RE-DESIGNS
- COMPLY WITH FCC GUIDELINES, COMPLY WITH FAA GUIDELINES
- WORK OT AS REQUIRED TO COMPLETE TRANSMITTER AND RF SPECIFIC TASKS
- SUPERVISE MT. WILSON FACILITY DURING SHIFT
- DESIGN NEW SYSTEMS RELATED TO THE TRANSMITTER AND ON AIR OPERATIONS

QUALIFICATIONS:

- EXTENSIVE EXPERIENCE IN TECHNOLOGY AND/OR RF OPERATIONS
- EXCELLENT ORGANIZATIONAL SKILLS
- ABILITY TO WORK WELL UNDER PRESSURE
- DEGREE IN ELECTRONICS OR ENGINEERING PREFERRED

EDUCATION:

- COLLEGE OR EQUIVALENT IN EXPERIENCE REQUIRED

**SUBMIT COVER LETTER, RESUME, AND SALARY HISTORY SHOULD BE FAXED TO:
SUPERVISOR AT 818 655-2689**

ABSOLUTELY No PHONE CALLS.

It is the continuing policy of CBS Corporation to afford equal employment opportunity to qualified individuals regardless of their race, color, religion, sex, sexual preference, national origin, age, physical or mental disability, veteran or disabled veteran status; and to conform to applicable laws and regulations. This policy of equal employment covers all aspects of the employment relationship including application, initial hiring, promotion, transfer, training, wages and salary administration. CBS Corporation recognizes that its continued growth and business success depend on the development and utilization of the full range of the nation's human resources.

Serrano, Maggie

From: Serrano, Maggie
Sent: Tuesday, November 27, 2007 3:14 PM
To: Gardner, Gary D
Subject: Job Posting - Technical Supervisor
Attachments: Technical Supervisor Mt. Wilson.doc

Union?

Hi Gary,

Please post the attached Technical Supervisor – Mt. Wilson (IBEW) position for CBS2/KCAL 9 in Studio City. Let me know if you have any questions.

Thank you.

M

Maggie Serrano
Payroll/HR Manager



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Studio City, CA 91604
(818) 655-2024 Tel
(818) 655-2666 Fax

mserrano@cbs.com

Serrano, Maggie

From: Serrano, Maggie
Sent: Thursday, January 17, 2008 5:57 PM
To: @KCBS/KCAL TV Website
Cc: 'lafern@scba.com'
Subject: Job Post - Operation Maintenance Engineer
Attachments: Operation Maint Engineer.DOC

Please post the attached position at your station for an Operational Maintenance Engineer at CBS2/KCAL9.

Thank you for your help.

M

Maggie Serrano
Payroll/HR Manager



CBS 2/KCAL 9
CBS Studio Center
4200 Radford Avenue
Studio City, CA 91604
(818) 655-2024 Tel
(818) 655-2666 Fax

mserrano@cbs.com



NOTICE OF JOB OPENING

DATE: **NOVEMBER 5, 2007**

POSITION: **OPERATIONS COORDINATOR**

DEPARTMENT: **KCBS2/KCAL9 – OPERATIONS/ENGINEERING**

ASSIST PRODUCTION AND ENGINEERING DEPARTMENTS IN A FAST PACED, DEADLINE DRIVEN, MULTI - TASK ENVIRONMENT.

COORDINATOR FUNCTIONS:

- ANSWERING THE PRODUCTION/ENGINEERING PHONE LINES / CONVEYING MESSAGES TO PARTIES
- ASSIST WITH PAPERWORK FOR NEW HIRE PER DIEMS
- SEND OUT IBEW "RETURN FROM VACATION" LETTERS
- ASSIST IN MAINTAINING STAFF & PER DIEM SCHEDULES IN ALL PRODUCTION AREAS.
- ASSIST WITH PURCHASE ORDERS/SUBMIT EXPENSE REPORTS FOR VP OF PRODUCTION OPERATIONS AND ENGINEERING MANAGER & DIRECTOR OF ENGINEERING (TREX SYSTEM)
- PROVIDE OCCASIONAL TOUR OF FACILITY
- MAINTAIN THE AIR OUTPUT FOR KCBS / KCAL
- ASSIST ON FACILITY SALES
- VARIOUS PROJECTS FOR VP OF PRODUCTION OPERATIONS
- PERFORM GENERAL CLERICAL DUTIES
- KNOWLEDGE AND UNDERSTANDING OF ALL UNION CONTRACTS

QUALIFICATIONS:

- CHALLENGED TO WORK IN A FAST-PACED, HIGH VOLUME, DEADLINE-DRIVEN ENVIRONMENT.
- HIGHLY MOTIVATED TO LEARN NEW SKILLS AND ABILITY TO WORK WELL UNDER PRESSURE.
- ATTENTION TO DETAIL, ACCURACY AND EXCELLENT FOLLOW-THROUGH VERY IMPORTANT.

EDUCATION:

- PROFICIENT IN EXCEL, WORD AND MICROSOFT OUTLOOK.

**SUBMIT COVER LETTER, RESUME, AND SALARY HISTORY SHOULD BE FAXED TO:
SUPERVISOR AT 818 655-2687**

ABSOLUTELY NO PHONE CALLS.

It is the continuing policy of CBS Corporation to afford equal employment opportunity to qualified individuals regardless of their race, color, religion, sex, sexual preference, national origin, age, physical or mental disability, veteran or disabled veteran status; and to conform to applicable laws and regulations. This policy of equal employment covers all aspects of the employment relationship including application, initial hiring, promotion, transfer, training, wages and salary administration. CBS Corporation recognizes that its continued growth and business success depend on the development and utilization of the full range of the nation's human resources.

Serrano, Maggie

From: Oginski, Erik P
Sent: Friday, November 09, 2007 3:33 PM
To: Serrano, Maggie
Subject: RE: Job Posting - Operations Coordinator

Hi Maggie,

The opening is live on our Web site. Have a wonderful weekend!

-Erik

From: Serrano, Maggie
Sent: Friday, November 09, 2007 12:51 PM
To: AAED; Banas, Stella; Bloom, Cynde L; Burt, Julia A; Cody, Francine; Damron, Ron; Ewing, Geri; Golcher, Tess M; LaPaix, Sonia; Larson, Carl; Markowski, Lois E; Marrero, Paul; Mitzel, Kathy; Ouellette, Ann R; Pringle, Randy; Remington, Lynn K; Schenkel, Donna J; Silver, Rachel L; Teichmann, Jill K; Teran, Pam E; Velez, Vonne D; @KCBS/KCAL TV Website; WEHO; Williams, Keisha R (WUPA); Zimmerman, Robin L; Zirpola, Janet
Cc: 'lafern@scba.com'
Subject: Job Posting - Operations Coordinator

Please post the attached position at your station for an Operations Coordinator at CBS2/KCAL9.

Thank you for your help.

M

Maggie Serrano
Payroll/HR Manager



CBS 2/KCAL 9
CBS Studio Center
4200 Radford Avenue
Studio City, CA 91604
(818) 655-2024 Tel
(818) 655-2666 Fax

mserrano@cbs.com

Serrano, Maggie

From: LaFern Watkins [LaFern@scba.com]
Sent: Thursday, November 15, 2007 4:37 PM
To: Serrano, Maggie; AAEDE; Banas, Stella; Bloom, Cynde L; Burt, Julia A; Cody, Francine; Damron, Ron; Ewing, Geri; Golcher, Tess M; LaPaix, Sonia; Larson, Carl; Markowski, Lois E; Marrero, Paul; Mitzel, Kathy; Ouellette, Ann R; Pringle, Randy; Remington, Lynn K; Schenkel, Donna J; Silver, Rachel L; Teichmann, Jill K; Teran, Pam E; Velez, Vonne D; @KCBS/KCAL TV Website; WEHO; Williams, Keisha R (WUPA); Zimmerman, Robin L; Zirpola, Janet
Subject: RE: Job Posting - Operations Coordinator
Attachments: PIRATESInvite.pdf; JobAlertBulletin_Nov_15_2007.pdf

**SCBA Job Alert Bulletin located at
www.scba.com**

NEW/UPDATED FOR THE WEEK OF NOVEMBER 15, 2007

ASIAN MARKETING & MEDIA SERVICES- ASSISTANT, SALES- D'LINE:12/18/07

CBS RADIO- CREDIT ANALYST ASSISTANT- D'LINE:12/15/07

ESPN RADIO SALES- ACCOUNT EXECUTIVE- D'LINE:12/15/07

INROADS- INTERNSHIP- SUMMER (PAID)- D'LINE:01/30/08

KABC-AM- EXECUTIVE PRODUCER/TECHNICAL DIRECTOR FOR LOS ANGELES DODGERS RADIO BROADCASTS- D'LINE:12/12/07

KABC-TV- COORDINATOR, PAYROLL- D'LINE:12/15/07

KABC-TV- PRODUCER, WEATHER- D'LINE:12/15/07

KABC-TV- GRAPHIC ARTISTS, FREELANCE- D'LINE:12/26/07

KCBS-FM MARKETING- EXECUTIVE DIRECTOR - D'LINE:12/15/07

KCBS2/KCAL9- OPERATIONS COORDINATOR- D'LINE:12/15/07

KDOC-TV- MANAGER, LOCAL SALES- D'LINE:12/15/07

KEZN- MANAGER, PROMOTIONS- D'LINE:12/15/07

KFMB TV- PRODUCER, ASSOCIATE- D'LINE:11/26/07

KGOV-TV- MANAGER, STATION- D'LINE:12/05/07

KLAA AM830- BOARD OPERATOR - 2 POSITIONS -PT- D'LINE:12/06/07

KLAA AM830- ACCOUNT EXECUTIVE- D'LINE:12/05/07

KLSX- WEB CONTENT PRODUCER (PT)- D'LINE:01/01/2008

KLVE-FM- PRODUCER, SHOW- D'LINE:12/15/07

KLVE-FM- ACCOUNT EXECUTIVE (2 POSITIONS)- D'LINE:12/15/07

KLVE-FM/KSCA-FM/KRCD-FM/KTNQ-AM- STAFF ENGINEER- D'LINE:12/15/07

KMVN-FM- ASSOCIATE PRODUCER/BOARD OP- D'LINE:12/15/07

KNX NEWSRADIO - DIRECTOR, CREATIVE SERVICES- D'LINE:12/15/07

KPWR-FM- ASSISTANT, SALES- D'LINE:12/15/07

4/17/2009

KSCA- ACCOUNT EXECUTIVE-D LINE:12/15/07

LaFern Watkins

Director of Community Affairs
Southern California Broadcasters Association
1849 Sawtelle Blvd., #543, Los Angeles, CA 90025
Direct Line: 310-444-1431 Fax: 310-444-1463

-----Original Message-----

From: Serrano, Maggie [mailto:mserrano@cbs.com]

Sent: Friday, November 09, 2007 12:51 PM

To: AAEDE; Banas, Stella; Bloom, Cynde L; Burt, Julia A; Cody, Francine; Damron, Ron; Ewing, Geri; Golcher, Tess M; LaPaix, Sonia; Larson, Carl; Markowski, Lois E; Marrero, Paul; Mitzel, Kathy; Ouellette, Ann R; Pringle, Randy; Remington, Lynn K; Schenkel, Donna J; Silver, Rachel L; Teichmann, Jill K; Teran, Pam E; Velez, Vonne D; Website Contact; WEHO; Williams, Keisha R (WUPA); Zimmerman, Robin L; Zirpola, Janet

Cc: lafern@scba.com

Subject: Job Posting - Operations Coordinator

Please post the attached position at your station for an Operations Coordinator at CBS2/KCAL9.

Thank you for your help.

M

Maggie Serrano
Payroll/HR Manager



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CBS Studio Center
4200 Radford Avenue
Studio City, CA 91604
(818) 655-2024 Tel
(818) 655-2666 Fax

mserrano@cbs.com

Serrano, Maggie

From: Serrano, Maggie
Sent: Thursday, September 06, 2007 4:14 PM
To: 'LaFern Watkins'
Subject: RE: Delete jobs after date

Hi LaFern,

Can you please delete the job I have highlighted in red and keep all others open? Thanks for checking!!

M

From: LaFern Watkins [mailto:LaFern@scba.com]
Sent: Thursday, September 06, 2007 3:16 PM
To: Serrano, Maggie
Subject: Delete jobs after date

Hi Maggie,

Below are the positions I have posted for KCBS2/KCAL9 which will be deleted after the deadline date unless otherwise specified.

Thank you!

LaFern

Finance & Accounting: MANAGER, ACCOUNTS PAYABLE, KCBS2/KCAL9 : Manage Accounts Payable Department in a fast paced, deadline driven, multi -task environment. Previous accounts payable supervisory experience. Previous experience working with P&L and Balance Sheet accounts. Working knowledge of GAAP. Ability to supervise and motivate the accounts payable staff. Challenged to work in a fast-paced, high volume, deadline-driven environment. Excellent analytical, organizational, communication and interpersonal skills. Highly motivated to learn new skills and ability to work well under pressure. Attention to detail, accuracy and excellent follow-through very important. Education: Bachelor's degree in accounting required. Minimum 3 years experience related to automated accounts payable systems and general accounting. Proficient in Excel, Word and Microsoft Outlook. Oracle experience preferred. No Calls Please! Submit Cover Letter, resume, and Salary History should be Faxed To: **ATTN: SUPERVISOR, KCBS2/KCAL9 -TV, 4200 RADFORD AVENUE, STUDIO CITY, CA 91604 FAX: 818 655-2664 SUBMITTED:08/22 EOE DEADLINE:09/28/07**

Production: DESIGNER/3D ANIMATOR, KCBS2/KCAL9 : Create high-end 2D and 3D motion graphics for a variety of TV projects and assist in the supervision of animation staff. Sr. Designer/Animation Manager Functions Create high-end 2D & 3D motion graphics for a variety of television projects. Work with managers and producers to develop and execute projects servicing news, sports, promotion and sales. Train designers on animation software when necessary. Work with engineering and vendors on field-level maintenance of systems and software. Maintain archival database of graphics and animation projects and elements. Proven experience and animation samples at network level production quality. Hands-on facility with current design and animation technologies and software. Ability to manage multiple projects under extreme deadline pressure. Formal design training plus minimum 5 years TV animation experience. Team player and positive attitude a must. IATSE membership required. Expert with After Effects, Photoshop, Illustrator, Final Cut Pro and Cinema 4D (or equivalent 3D programs). Skilled in VizRT a Plus. No Calls Please! Submit resume, and DVD/Web-link To: Opetersen@cbs.com **ATTN: SUPERVISOR, KCBS2/KCAL9 -TV, 4200 RADFORD AVENUE, STUDIO CITY, CA 91604 EMAIL: OPETERSEN@CBS.COM SUBMITTED:08/22 EOE DEADLINE:09/28/07**

4/14/2009

Administrative/Clerical: ASSISTANT, SALES, KCBS2/KCAL9 : Sales assistant to two account executives Assist account executives by preparing paperwork; coordinate all related details in connection with the selling of airtime Provide sales assistance to sales management as needed Act as a liaison between client and account executives Enter sales orders into the IBS system Supply client with spot times as needed Contact client for approval of makegood and pre-emptions as needed Assist account executives with clearing of billing discrepancies & preparing all needed paperwork Perform some secretarial duties. Mandatory Skills Attention to detail and accuracy very important Standard secretarial skills with emphasis on good and accurate typing Proficient in Microsoft Word, Excel & PowerPoint preferred Excellent organizational skills Ability to work well under pressure Ability to deal with people directly or via phone Strong people skills required. Educational Requirements College or equivalent in experience required. Absolutely NO phone calls! **ATTN: SUPERVISOR, KCBS2/KCAL9 -TV, 4200 RADFORD AVENUE, STUDIO CITY, CA 91604 FAX: 818 655-2671 SUBMITTED:08/23 EOE DEADLINE:09/28/07**

Administrative/Clerical: ASSISTANT, SALES- NEW BUSINESS, KCBS2/KCAL9: Specific Functions Sales assistant to two account executives Assist account executives by preparing paperwork; coordinate all related details in connection with the selling of airtime Provide sales assistance to sales management as needed Act as a liaison between client and account executives Enter sales orders into the IBS system Assist in gathering credit information on new advertisers/agencies Processing all checks received to credit managers as related to cash in advance clients Supply client with spot times as needed Contact client for approval of makegood and pre-emptions as needed Assist account executives with clearing of billing discrepancies & preparing all needed paperwork Perform some secretarial duties Mandatory Skills Attention to detail and accuracy very important Standard secretarial skills with emphasis on good and accurate typing Proficient in Microsoft Word, Excel & PowerPoint preferred Excellent organizational skills Ability to work well under pressure Ability to deal with people directly or via phone Strong people skills required Educational Requirements College or equivalent in experience required. Absolutely NO phone calls! **ATTN: SUPERVISOR, KCBS2/KCAL9 -TV, 4200 RADFORD AVENUE, STUDIO CITY, CA 91604 FAX: 818 655-2671 SUBMITTED:08/23 EOE DEADLINE:09/28/07**

Finance/Accounting: GL ACCOUNTANT/ AP COORDINATOR, KCBS2/KCAL9 : PREVIOUS EXPERIENCE WORKING WITH P&L AND BALANCE SHEET ACCOUNTS WORKING KNOWLEDGE OF GAAP CHALLENGED TO WORK IN A FAST-PACED, HIGH VOLUME, DEADLINE-DRIVEN ENVIRONMENT. EXCELLENT ANALYTICAL, ORGANIZATIONAL, COMMUNICATION AND INTERPERSONAL SKILLS. HIGHLY MOTIVATED TO LEARN NEW SKILLS AND ABILITY TO WORK WELL UNDER PRESSURE. ATTENTION TO DETAIL, ACCURACY AND EXCELLENT FOLLOW-THROUGH VERY IMPORTANT. EDUCATION: ACCOUNTING EDUCATION UNITS REQUIRED. EXPERIENCE IN AUTOMATED ACCOUNTS PAYABLE SYSTEMS AND GENERAL ACCOUNTING. PROFICIENT IN EXCEL, WORD AND MICROSOFT OUTLOOK. ORACLE EXPERIENCE PREFERRED. SUBMIT COVER LETTER, RESUME, AND SALARY HISTORY SHOULD BE FAXED. ABSOLUTELY NO PHONE CALLS. **ATTN: SUPERVISOR, KCBS2/KCAL9 -TV, 4200 RADFORD AVENUE, STUDIO CITY, CA 91604 FAX: 818 655-2664 SUBMITTED:08/23 EOE DEADLINE:09/28/07**

On Air: ON AIR TALENT, KCBS2/KCAL9 : MANDATORY SKILLS/EXPERIENCE REQUIRED: REPORT LIVE AND ON TAPE, SCRIPTED AND UNSCRIPTED, WITH CLARITY, ACCURACY AND CONFIDENCE. COLLABORATE EFFECTIVELY WITH A WIDE RANGE OF PERSONNEL TO CREATE COMPELLING CONTENT. MAINTAIN A STEADFAST COMMITMENT TO ACCURACY AND FAIRNESS. WRITE CLEARLY AND INTERESTINGLY AND USE VIDEO AND GRAPHICS TO ILLUSTRATE FACTS AND IDEAS IN THE STORY. STRONG LIVE SHOT SKILLS A MUST. GENERATE STORY IDEAS AND PARTICIPATE IN EDITORIAL MEETINGS. APPEAR AT PUBLIC AND STATION EVENTS, AS REQUIRED. THREE YEARS' EXPERIENCE ON AIR, PREFERABLY IN A TOP 20 MARKET. OTHER DUTIES AS ASSIGNED. EDUCATIONAL REQUIREMENTS: COLLEGE DEGREE REQUIRED OR

EQUIVALENT EXPERIENCE REFERRAL INSTRUCTIONS: SUBMIT COVER LETTER, RESUME, AND SALARY HISTORY SHOULD BE MAILED. Absolutely NO phone calls! **ATTN: NANCY BAUER GONZALES, KCBS2/KCAL9 -TV, 4200 RADFORD AVENUE, STUDIO CITY, CA 91604**
SUBMITTED:08/23 EOE DEADLINE:09/28/07

Production: PRODUCER, NEWSCAST, KCBS2/KCAL9 : CBS2, KCAL9 News has an opening for a Newscast Producer who will be responsible for all elements of the newscast to which assigned. This position manages and supervises reporters, writers and the personnel assigned to the newscast, as well as decides order of stories and amount of time allotted for each story. The Producer will provide input and approval for scheduling of personnel assigned to the newscast. It is necessary for the qualified candidate to have expert news judgment, must be an avid consumer and researcher of all news from all sources, must have superior writing skills, must be able to delegate, must have management skills, must be multi-task oriented and well organized. Applicant must also possess extensive control room experience in producing newscasts, which incorporate live breaking news, as well as ability to produce major, extended, breaking news coverage. At least two years news producing experience in a major TV market required. If you are interested in this position and meet the above requirements, please mail cover letter and resume. Absolutely NO phone calls! **ATTN: MR. PAUL BUTTON , KCBS2/KCAL9 -TV, 4200 RADFORD AVENUE, STUDIO CITY, CA 91604** **SUBMITTED:08/23 EOE DEADLINE:09/28/07**

Production: PRODUCER, ONLINE NEWS, KCBS2/KCAL9 : Duties include writing and editing text taken from scripts and wires, cutting and posting streamed video, optimizing imagery, creating slideshows and adapting other TV material for the Web. Producer will also be responsible for working with third-party content from a variety of feeds and providers and integrating it into the site to fit our local audience. Managing user-generated content in all areas of the site is another daily responsibility. Ability to work with TV new staff to develop online components for on-air stories is a key part of the daily content workflow. Requirements: Bachelor's degree and minimum two-years online news experience preferable. Experience with online station networks such as Internet Broadcast Systems, World Now, and local news web sites is helpful. Applicants **MUST** be strong writers with a good portfolio of news writing and/or producing. Additional skills in the area of design and basic web production (HTML) are a plus but are not required. Physical demands: Must be able to sit at desk for long periods of time and operate keyboard. Please submit resume to **ATTN: ERIK OGINSKI, MANAGING ONLINE PRODUCER, KCBS2/KCAL9 -TV, 4200 RADFORD AVENUE, STUDIO CITY, CA 91604** **EMAIL: EPOGINSKI@CBS.COM. SUBMITTED:08/23 EOE DEADLINE:09/28/07**

Sales & Management: ACCOUNT EXECUTIVE, DIGITAL MEDIA ADVERTISING , KCBS2/KCAL9 : Sell local (Los Angeles) duopoly website, through advertising solutions, including custom-built presentations for a target customer. Manage relationships and grow revenue with new and existing customers. Create a strategic sales plan for specific customers and consistently develop new opportunities. Build and maintain strong knowledge of duopoly website products and technology. Research, position and brand cbs2/kcal9.com to buyers, planners, principles and direct clients. Cultivate new relationships at all levels of direct clients and online agencies. Track all regional or local revenue. Work closely with internal constituents in a team sales environment. Absolutely NO phone calls! **ATTN: J. SHAW, KCBS2/KCAL9 -TV, 4200 RADFORD AVENUE, STUDIO CITY, CA 91604** **EMAIL:JSHAW@CBS.COM SUBMITTED:08/23 EOE DEADLINE:09/28/07**

Sales & Management: ACCOUNT EXECUTIVE - NEW BUSINESS, KCBS2/KCAL9-TV: Develop accounts that are new to KCBS/KCAL television or duopoly website. Develop presentations through research-generated information. Represent station or stations, as well as website to clients in a professional manner. Produce sales equal to or exceeding established budgets. Continually prospect, develop and maintain new accounts. Develop new ways of cold calling or networking for leads. Must be a team player and able to handle multiple projects at once. Have a working knowledge of other industries. Have a proven track record of past selling skills.

Communicate daily with sales management on all activities. Keep current with all administrative duties. Able to keep up with fast-paced environment. Must possess a valid CA Drivers License. Mandatory Skills/Experience Required: Prior TV, radio, cable, print or online sales experience. Excellent written and verbal skills. Successful track record of prospecting and cold calling. Strong marketing, presentation and closing skills. Must be detail oriented. College degree preferred. Absolutely No Phone Calls. Submit Cover Letter and resume via Fax To: **ATTN: SUPERVISOR, CBS STUDIO CENTER, 4200 RADFORD AVENUE, STUDIO CITY, CA 91604 FAX: 818 655-2671 SUBMITTED:08/22 EOE DEADLINE:09/28/07**

Production: DIRECTOR, TECHNICAL, KCBS2/KCAL9-TV: Experience as a technical director switching "live" news in a major market; audio mixer and robotic operator. Knowledge of switchers, dve's, stillstore devices and dnf-profiles necessary. Knowledge of the sony 8000a switcher, cambotics (robotic system) and studer audio board is a plus. The successful candidates must have excellent control room demeanor, leadership and communication skills. Qualified applicants must have the ability to handle pressure of breaking news. Individuals must be flexible with regards to working hours, work weekends or any shift in a 24 hour time period. Educational Requirements: College education preferred in telecommunications. Absolutely NO phone calls! Referral Instructions: Submit Cover Letter, resume, and Salary History Via Fax To: **ATTN: SUPERVISOR, CBS STUDIO CENTER, 4200 RADFORD AVENUE, STUDIO CITY, CA 91604 FAX: (818) 655-2687 SUBMITTED:09/06 EOE DEADLINE:10/06/07**

We Moved! Our New Address:

LaFern Watkins

Director of Community Affairs
Southern California Broadcasters Association
1849 Sawtelle Blvd., #543, Los Angeles, CA 90025
Direct Line: 310.444.1431 Fax: 310.444.1463
<http://www.scba.com>
<http://www.awrtsocal.org>

-----Original Message-----

From: Serrano, Maggie [mailto:mserrano@cbs.com]

Sent: Thursday, September 06, 2007 9:53 AM

To: AAEDE; Aguilar, Alexandra; Banas, Stella; Bloom, Cynde L; Burt, Julia A; Cody, Francine; Damron, Ron; Ewing, Geri; LaPaix, Sonia; Larson, Carl; Markowski, Lois E; Marrero, Paul; Mitzel, Kathy; Ouellette, Ann R; Pringle, Randy; Remington, Lynn K; Schenkel, Donna J; Teichmann, Jill K; Teran, Pam E; Velez, Vonne D; Website Contact; WEHO; Williams, Keisha R (WUPA); Zimmerman, Robin L; Zirpola, Janet

Cc: lafern@scba.com

Subject: Job Post - Technical Director

Please post the attached position at your station. Thank you for your help.

M

Maggie Serrano
Payroll/HR Manager



NOTICE OF JOB OPENING

DATE: JANUARY - 2008

POSITION: FACILITIES UTILITY WORKER – ENG/FACILITIES OPERATIONS

DEPARTMENT: KCBS2/KCAL9

CBS2 TELEVISION / KCAL 9 TELEVISION, A TV STATION DUOPOLY IN SOUTHERN CALIFORNIA, IS LOOKING FOR AN INDIVIDUAL WITH EXCELLENT COMMUNICATION & ORGANIZATIONAL SKILLS TO COORDINATE AND SCHEDULE ENG/FLEET VEHICLE MAINTENANCE, MAINTAIN RECORDS DATABASE, AND PROVIDE ASSISTANCE FOR ENGINEERING AND FACILITIES OPERATIONS RELATED PROJECTS.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

- MAINTAIN VEHICLE SERVICE AND MAINTENANCE DATABASE, FOR ALL NEWS VANS AND FLEET VEHICLES.
- RECORD KEEPING OF VEHICLE OSHA RECORDS, DMV, AND SMOG REGISTRATIONS AND CERTIFICATIONS.
- RECORD KEEPING OF LA-DOT, LAX VEHICLE CITY AND STATE PERMITS.
- COORDINATE WITH FIELD NEWS CREWS & PHOTOGRAPHERS FOR VEHICLE ISSUES / PROBLEMS.
- ON-CALL 7/24 FOR EMERGENCY ROTATION OF NON-SERVICEABLE FIELD VEHICLES ASSIGNED TO CBS NEWS
- BUREAUS LOCATED THROUGHOUT LOS ANGELES, RIVERSIDE, AND ORANGE COUNTIES.
- COORDINATE WITH VENDORS REGARDING VEHICLE POWER PLANT AND BODY REPAIRS.
- OPERATION OF FORKLIFT EQUIPMENT.
- PROVIDE ASSISTANCE FOR BROADCAST ENGINEERING, FACILITIES OPERATIONS, AND MAILROOM RELATED PROJECTS.
- MUST BE ABLE TO LIFT 25- 45 LB. MISCELLANEOUS ELECTRONIC EQUIPMENT, HARDWARE, AND CONTAINERS.

EDUCATIONAL REQUIREMENTS:

HIGH SCHOOL DIPLOMA OR EQUIVALENT
MUST POSSESS A VALID CA DRIVERS LICENSE

REPORTING STRUCTURE:

MANAGER OF ENG OPERATIONS, DEBRA HURD
FACILITIES MANAGER, MIKE GAMBOA

REFERRAL INSTRUCTIONS:

SUBMIT COVER LETTER AND RESUME VIA FAX TO: (818) 655-2666
ABSOLUTELY NO PHONE CALLS!

"IT IS THE CONTINUING POLICY OF CBS TO AFFORD EQUAL OPPORTUNITY TO QUALIFIED INDIVIDUALS REGARDLESS OF THEIR RACE, COLOR, RELIGION, SEX, OR SEXUAL PREFERENCE, NATIONAL ORIGIN, AGE OR PHYSICAL OR MENTAL DISABILITY, VETERAN OR DISABLED VETERAN STATUS, AND TO CONFORM TO APPLICABLE LAWS AND REGULATIONS. WE SOLICIT YOUR ASSISTANCE ON THESE OPENINGS AND FUTURE OPENINGS."



NOTICE OF JOB OPENING

DATE: **MAY 14, 2008**

POSITION: **ACCOUNTS PAYABLE SPECIALIST/ACCOUNTING COORDINATOR**

DEPARTMENT: **KCBS2/KCAL9 - FINANCE**

COORDINATE ACCOUNTS PAYABLE FUNCTIONS FOR A FAST PACED, DEADLINE DRIVEN, MULTI -TASK ENVIRONMENT.

SPECIFIC FUNCTIONS:

- FAMILIAR WITH SARBANES OXLEY RULES & REGULATIONS APPLICABLE TO ACCOUNTS PAYABLE.
- ABILITY TO REVIEW & AUDIT INVOICES WITH MATCHED PURCHASE ORDERS & SUPPORT FOR CORRECT ACCOUNT CODINGS AND COMPLIANCE WITH STRICT COMPANY PROCUREMENT GUIDELINES & PROCEDURES.
- KNOWLEDGE IN ACCRUAL BASED ACCOUNTING/ASSIST IN ACCOUNT ANALYSIS AND JOURNAL ENTRIES DURING MONTH-END CLOSE.
- RECONCILE VENDOR ACCOUNTS.
- PRODUCTIVE WORKER & ABLE TO MULTI-TASK IN A VERY BUSY ENVIRONMENT WITH A HIGH VOLUME OF TRANSACTION.
- ASSIST IN OTHER PROJECTS AS REQUIRED.

MANDATORY SKILLS/EXPERIENCE REQUIRED:

- PREVIOUS EXPERIENCE IN FULL CYCLE ACCOUNTS PAYABLE.
- EXCELLENT ANALYTICAL, ORGANIZATIONAL, COMMUNICATION AND INTERPERSONAL SKILLS.
- PROFICIENT IN AUTOMATED ACCOUNTS PAYABLE AND ELECTRONIC PROCUREMENT SYSTEMS.
- CAN WORK INDEPENDENTLY WITH MINIMUM SUPERVISION AND ABILITY TO WORK UNDER PRESSURE.
- ATTENTION TO DETAIL, ACCURACY AND EXCELLENT FOLLOW-THROUGH VERY IMPORTANT.

EDUCATION:

- BACHELOR'S DEGREE IN ACCOUNTING PREFERRED.
- PROFICIENT IN EXCEL, WORD AND MICROSOFT OUTLOOK.
- ORACLE EXPERIENCE PREFERRED.

**SUBMIT COVER LETTER, RESUME, AND SALARY HISTORY SHOULD BE FAXED TO:
ATTN: J. CAMESA AT (818) 655-2664.**

ABSOLUTELY NO PHONE CALLS.

It is the continuing policy of CBS Corporation to afford equal employment opportunity to qualified individuals regardless of their race, color, religion, sex, sexual preference, national origin, age, physical or mental disability, veteran or disabled veteran status; and to conform to applicable laws and regulations. This policy of equal employment covers all aspects of the employment relationship including application, initial hiring, promotion, transfer, training, wages and salary administration. CBS Corporation recognizes that its continued growth and business success depend on the development and utilization of the full range of the nation's human resources.



Southern California Broadcasters Association- JOB ALERT BULLETIN WEEK OF SEPTEMBER 26, 2007

The stations participating EEO/Job Bulletin are located at www.scba.com. The list includes stations that may not have a job listed in this bulletin, but are still participants in our program. These stations will accept resumes.

Engineering

ENGINEER, MAINTENANCE

KABC-TV

MAINTENANCE ENGINEER ABC7, the number one station in Los Angeles, is seeking experienced, skilled broadcast maintenance engineers for freelance employment. These positions will require significant, diverse experience in installation and maintenance of modern digital production, ENG, and RF transmission systems. FCC license and/or SBE certification is desirable. Shifts may be part or full-time and the ability to work a varied schedule including early mornings, nights and weekends is necessary. Please send resume.

Carmella Zigler, Manager Employee Benefits & Payroll, 500 Circle Seven Drive, Glendale, CA 91201 EMAIL: KABC-TV.resumes@abc.com JOB LINE: 818/863-7562

Submitted: 09/26 EOE Deadline: 10/26/07

Engineering

MANAGER, MARKET ENGINEERING

KFRG / KXFG / KEZN / KVFG / KRAK

Extensive experience with all aspects of radio broadcasting engineering, including Broadcast Electronics transmitters, support equipment, and Broadcast Electronics Audio Vault systems. Excellent verbal & written communications skills. Must be on-call for emergencies for all 5 stations. Knowledge of FCC rules and regulations is a must. Current projects include transmitter site build-out and studio refurbishment project. Apply online at <http://www.kfrog.com/pages/119796.php>

KEZN, Human Resources, 900 E. Washington St #315, Colton CA 92324 Apply Online: <http://kfrog.com/pages/119796.php>

Submitted: 08/29 EOE Deadline: 9/30/2007

Engineering

MAINTENANCE ENGINEER

KTLA-TV

Purpose: To install and maintain and repair station equipment as directed. Familiarity with a variety of Broadcast television systems, i.e. Louth, Digital Betacam, Profile, production switchers, DVE, etc. Three to five years job experience as a Maintenance Engineer. BS degree in a technical discipline, i.e., electrical engineer or equivalent work experience. Ability to work alone and without supervision. Ability to work under deadlines and time constraints. Ability to work various hours including nights and weekends. Also strong computer skills.

KTLA Human Resources, Ref ID: 2608 5800 Sunset Boulevard, Los Angeles, CA 90028

Submitted: 09/06 EOE Deadline: 10/06/07

Finance & Accounting

ASSISTANT DIRECTOR OF FINANCE

KABC-TV

ABC7 is seeking an Assistant Director of Finance. This position will be responsible for supervising the day-to-day accounting process including monthly and quarterly closes. Successful candidate will also be a key participant in the preparation of budgets, forecasts and special projects. Position reports to the VP of Finance and manages a staff of five. Bachelor's Degree in Accounting or Finance and five years related experience required. CPA and knowledge of SAP preferred. The ability to work effectively in a multi-task, fast paced environment is essential. Please email resume.

Carmella Zigler, Manager Employee Benefits & Payroll, 500 Circle Seven Drive, Glendale, CA 91201 EMAIL: KABC-TV.resumes@abc.com JOB LINE: 818/863-7562

Submitted: 09/26 EOE Deadline: 10/26/07

Finance / Accounting

MANAGER, ACCOUNTING

KABC-TV

ABC7, is seeking an Accounting Manager who will be responsible for day-to-day accounting functions and financial statement preparation. Position will also be responsible for managing internal controls and Sarbanes-Oxley matters as well as completing special projects. College degree in accounting or finance with a minimum of 3 years accounting experience is required. CPA preferred. Knowledge of SAP is a plus. Please send resume.

Carmella Zigler, Manager Employee Benefits & Payroll, 500 Circle Seven Drive, Glendale, CA 91201 EMAIL: KABC-TV.resumes@abc.com JOB LINE: 818/863-7562

Submitted: 09/26 EOE Deadline: 10/26/07

Finance & Accounting

MANAGER, ACCOUNTS PAYABLE

KCBS2/KCAL9

Manage Accounts Payable Department in a fast paced, deadline driven, multi-task environment. Previous accounts payable supervisory experience. Previous experience working with P&L and Balance Sheet accounts. Working knowledge of GAAP. Ability to supervise and motivate the accounts payable staff. Challenged to work in a fast-paced, high volume, deadline-driven environment. Excellent analytical, organizational, communication and interpersonal skills. Highly motivated to learn new skills and ability to work well under pressure. Attention to detail, accuracy and excellent follow-through very important. Education: Bachelor's degree in accounting required. Minimum 3 years experience related to automated accounts payable systems and general accounting. Proficient in Excel, Word and Microsoft Outlook. Oracle experience preferred. No Calls Please! Submit Cover Letter, resume, and Salary History should be Faxed To:

Supervisor, KCBS2/KCAL9 -TV 4200 Radford Avenue, Studio City, CA 91604 FAX: 818 655-2664

Submitted: 08/22 EOE Deadline: 09/28/07

Finance/Accounting

GL ACCOUNTANT/ AP COORDINATOR

KCBS2/KCAL9

PREVIOUS EXPERIENCE WORKING WITH P&L AND BALANCE SHEET ACCOUNTS WORKING KNOWLEDGE OF GAAP CHALLENGED TO WORK IN A FAST-PACED, HIGH VOLUME, DEADLINE-DRIVEN ENVIRONMENT. EXCELLENT ANALYTICAL, ORGANIZATIONAL, COMMUNICATION AND INTERPERSONAL SKILLS. HIGHLY MOTIVATED TO LEARN NEW SKILLS AND ABILITY TO WORK WELL UNDER PRESSURE. ATTENTION TO DETAIL, ACCURACY AND EXCELLENT FOLLOW-THROUGH VERY IMPORTANT. EDUCATION: ACCOUNTING EDUCATION UNITS REQUIRED. EXPERIENCE IN AUTOMATED ACCOUNTS PAYABLE SYSTEMS AND GENERAL ACCOUNTING. PROFICIENT IN EXCEL, WORD AND MICROSOFT OUTLOOK. ORACLE EXPERIENCE PREFERRED. SUBMIT COVER LETTER, RESUME, AND SALARY HISTORY SHOULD BE FAXED. ABSOLUTELY NO PHONE CALLS.

Supervisor, KCBS2/KCAL9 -TV, 4200 Radford Avenue, Studio City, CA 91604 FAX: 818 655-2664

Submitted: 08/23 EOE Deadline: 09/28/07

Serrano, Maggie

From: Serrano, Maggie
Sent: Friday, May 16, 2008 2:38 PM
To: Fallon, Susan
Subject: FW: AP Specialist/Accounting Coordinator Posting
Attachments: AP Specialist 5142008.doc

Hi Susan,

Please post the attached when you get a chance. Thank you.

M

From: Serrano, Maggie
Sent: Wednesday, May 14, 2008 4:47 PM
To: 'AAEDE'; Banas, Stella; Bloom, Cynde L; Burt, Julia A; Cody, Francine; Damron, Ron; Ewing, Geri; Golcher, Tess M; LaPaix, Sonia; Larson, Carl; Markowski, Lois E; Marrero, Paul; Mitzel, Kathy; Ouellette, Ann R; Pringle, Randy; Remington, Lynn K; Schenkel, Donna J; Silver, Rachel L; Teichmann, Jill K; Teran, Pam E; Velez, Vonne D; @KCBS/KCAL TV Website; 'WEHO'; Williams, Keisha R (WUPA); Zimmerman, Robin L; Zirpola, Janet
Subject: AP Specialist/Accounting Coordinator Posting

Please post the attached opening for AP Specialist/Accounting Coordinator for CBS2/KCAL9 - Los Angeles as soon as possible.

Thank you.

M

Maggie Serrano
Payroll/HR Manager



CBS 2/KCAL 9
CBS Studio Center
4200 Radford Avenue
Studio City, CA 91604
(818) 655-2024 Tel
(818) 655-2666 Fax

mserrano@cbs.com

5/16/2008

Camesa, Julie F

From: Karina Villicana [kvillicana@helpmates.com]
Sent: Tuesday, May 20, 2008 10:33 AM
To: Camesa, Julie F
Cc: Karina Villicana
Subject: AP Candidate- Maria Contreras- Helpmates Financial Staffing

Attachments: Maria Contreras Final Resume.doc



Maria Contreras
Final Resume.d...

Good morning Julie,

I hope your day is going well so far. Below is the bio and resume of a GREAT candidate who has the background you mentioned you were looking for. Let me know what you think.

Maria Contreras

- * 8 years of Accounts Payable background
- * High volume processing, researching, and reconciling
- * Worked with the GL and Journal Entries
- * Entertainment industry experience
- * Stable employment history
- * Outgoing personality

Resume

<<Maria Contreras Final Resume.doc>>

Thank you again and I look forward to speaking with you soon.

Sincerely,

Karina

Karina Villicana
Staffing Manager

Helpmates Financial Staffing
900 Wilshire Boulevard, Suite 908
Los Angeles, CA 90017
p. 213-228-1800 Ext. 216
f. 213-228-1800

www.helpmates.com

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Serrano, Maggie

From: craigslist.org [noreply@craigslist.org]
Sent: Friday, May 16, 2008 4:53 PM
To: Serrano, Maggie
Subject: Your craigslist posting "AP Specialist/Accounting Coordinator"

Your Credit Card payment has been accepted.

Your payment confirmation number is: 3604064

Please print this page for your records.

Date: 2008-05-16

Receipt to:

Paul
4200 Radford Avenue
Studio City, CA 91604

Paid to:

Craigslist
Accounts Receivable
PO Box 225159
San Francisco, CA 94122-5159
Tel: 415-566-6394
Fax: 415-504-6394
billing@craigslist.org

Qty: 1 los angeles jobs posting -- Total: 25.00

Your ad, titled "AP Specialist/Accounting Coordinator," has been posted as follows:

<http://losangeles.craigslist.org/sfv/acc/683653841.html> (accounting/finance jobs)

Posts will appear in the list of postings and in search results in about 15 minutes. If you have trouble finding them, please check our help page at <http://www.craigslist.org/about/help/where.html>

Please login into your account if you need to edit or delete your posting:
<https://accounts.craigslist.org/login>

If you did not post this ad please change your account password asap:
<https://accounts.craigslist.org/login/chgpwd>

For your protection please check our list of common scams: <http://www.craigslist.org/about/scams.html>

Thanks for using craigslist!

Serrano, Maggie

From: Serrano, Maggie
Sent: Thursday, February 01, 2007 9:11 AM
To: Hughes, Lucy
Subject: RE: Cynopsis

I see where it occurred....I send all postings to TV City who then post it on CBS careers site which is where Cynopsis comes in. They must canvas jobsites.

M

-----Original Message-----

From: Hughes, Lucy
Sent: Thursday, February 01, 2007 8:44 AM
To: Serrano, Maggie
Subject: RE: Cynopsis

This was in today's edition of Cynopsis (Feb 1, 2007) - but I guess it is NATIONAL...so my mistake!

Lucy

Cynopsis CLASSIFIEDS - For More classifieds, visit the Cynopsis.com classifieds page here

JOB OPENING: SR MGR, MEDIA STRATEGY & PLAN'G/National Geo Channel/DC: Dvlp & exec.off/on-air media plans; partner w/ external media agency; oversee b'cast logs; 3+yrs media plan'g w/in ntwrk or media agency; www.foxcareers.com (2/6)

JOB OPENING: ASSOCIATE SALES DIRECTOR/IMS, New York: Sell IMS software to agency and media accounts. 5+ years experience agency or media sales/planning/research. Experience using IMS software a +. www.nielsen.com/careers (#633BR)(2/6)

JOB OPENING: SR RESEARCH ANALYST/CBS/LA: Assist in the preparation of research studies, reports, & related analysis dealing w/ nat'l viewing trends. Please apply online: www.cbscareers.com & ref job number 1878 (2/6)

From: Serrano, Maggie
Sent: Thursday, February 01, 2007 8:18 AM
To: Hughes, Lucy
Subject: RE: Cynopsis

Lucy,

No idea.....Not familiar with Cynopsis, what is it so I can call to find out who did.

M

-----Original Message-----

From: Hughes, Lucy
Sent: Thursday, February 01, 2007 5:41 AM
To: Serrano, Maggie
Subject: Cynopsis

Maggie:

Notice there was an ad for a senior research analyst in Cynopsis. Who placed that ad?

Lucy

4/21/2009